

Wisconsin Department of Regulation & Licensing

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BARBERING AND COSMETOLOGY EXAMINING BOARD

INSTRUCTIONS FOR OBTAINING LICENSURE BY RECIPROCITY

A. Requirements for Licensure by Reciprocity

Chapter 454.13 of the Wisconsin Statutes states: "Licensees of other jurisdictions. (1) Upon application and payment of the fee specified in sec. 440.05(2), the examining board may issue a license to practice barbering or cosmetology, aesthetics, electrology or manicuring or to practice as a manager to an applicant who is licensed in another state or territory of the United States or in another country to perform services which are substantially the same as those performed by licensees in this state and to who either of the following applies:

- (a) The applicant has at least 4,000 hours of experience in licensed practice, has never been disciplined by the licensing authority of another jurisdiction and is not a party to a proceeding before the licensing agency in which it is alleged that the applicant was negligent in the licensed practice or violated the law relating to the licensed practice"

NOTE: Any applicant who does not meet the above licensure and experience requirements must graduate from a barbering and cosmetology school licensed in Wisconsin. Wisconsin Statutes do not allow for exemptions from the above requirements.

B. Required Information To Be Submitted

1. Application for Licensure (Form #1681).
2. The reciprocity fee listed below must accompany the completed application. Please make check or money order payable to Department of Regulation and Licensing.

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| Practitioner | \$ 63.00 |
| Manager | \$ 71.00 |
| Manicurist | \$ 133.00 |
| Electrologist | \$ 76.00 |
| Aesthetician | \$ 87.00 |

3. Certification (Form #373) to be completed by **each** state in which you have been issued a license. You must hold a current license in at least one state. The certification form must be sent by the state directly to our office.
4. Verification of Employment (Form #1682) to verify 4,000 hours of licensed practice, must be completed in its entirety by the manager/owner of the licensed establishment. Any alterations will void this form.
5. Verification of Self-Employment (Form #2168) should **only** be completed if you owned a barbering or cosmetology establishment; **not** if you were employed by another establishment. This form should be submitted with your application.
6. If you are licensed in another country, you must submit notarized translations of your transcript of professional training showing the subjects and hours completed, verification of registration or licensure (if any), employment verification, and any other document being submitted to support your qualifications. These documents cannot be translated by the applicant or by family members. We suggest contacting a college or university in your area to find out if they are able to provide translations.

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C. Wisconsin Statutes and Administrative Code

A copy of the Wisconsin Statutes and Administrative Code Relating to the Practice of Barbering and Cosmetology is available on the web at <http://drl.wi.gov> or at most public libraries. If you wish to purchase a copy, please submit a check or money order made payable to the Department of Regulation and Licensing, for \$5.28 per copy.

D. You may obtain licensure in Wisconsin by reciprocity or by examination.

If you do not qualify for reciprocity (requirements listed under A), you are required to take the state board examination (written and practical) to obtain a Wisconsin credential. To qualify for the examination, an evaluation by a Wisconsin barbering and cosmetology school is required to determine the previous education is equivalent to our current educational requirement. Since November of 1988, the statutes (Ch. 454.07(3) and 456.06) require applicants for the examination to have completed a course of instruction in a school of barbering or cosmetology licensed by this state. The school would be granting credit for previous training toward the fulfillment of the school's graduation requirement.

PROCEDURE: It is the responsibility of the school, not the Barbering and Cosmetology Examining Board, to determine if you have satisfied the minimum educational requirement. The method of evaluation to be used by the school is not defined by statute or rule. The school, at its discretion, may conduct the evaluation by reviewing the transcript from the previous school and comparing it to our current course syllabus; by evaluating the transcript and administering an examination to determine equivalency; or by any other method to determine the minimum educational requirement has been satisfied. Upon determining the applicant has satisfied the entrance requirements for the examination, the Wisconsin barbering or cosmetology school must complete a CERTIFICATION OF TRAINING form for Continental Testing Services (CTS), our contracted testing service.

You will need to contact Continental Testing Services (CTS) at 1-800-717-1201 to request an application packet for the Wisconsin barbering and cosmetology examination.

MINIMUM HOURS OF TRAINING REQUIRED:

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| Practitioner: | 1800 hours |
| Manicurist | 300 hours |
| Aesthetician: | 450 hours |
| Electrologist: | 450 hours |

THE "APPLICATION FOR LICENSURE BY RECIPROCITY" (FORM #1681), SHOULD ONLY BE SUBMITTED IF YOU HAVE COMPLETED THE RECIPROCAL REQUIREMENTS LISTED ON PAGE 1.

The license will expire on June 30 of the odd numbered year.